

Downloading Financial and Filing Information

Run a report

1. Click **Actions**.
2. Select **Reports** from the drop-down list.
3. Chose a Report to run:
 - a. Financial Reconciliation Report
 - b. Filings Report
4. Enter Report Parameters:
 - a. Filings Submitted By
 - b. Date Range
 - c. Locations
 - d. Status
5. Click **Download Report**.
6. Choose to **Open** or **Save** the report to the computer.



Financial and Filing Information can be downloaded regardless of roles or rights.

